

## Message Text

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ACTION OIC-02

INFO OCT-01 IO-11 EB-07 COME-00 CIAE-00 DODE-00 DOTE-00

FMC-02 INR-07 NSAE-00 CG-00 OFA-01 DLOS-04 OC-05

CCO-00 AF-06 ARA-10 EA-09 EUR-12 NEA-10 ISO-00 /087 W

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R 081231Z JAN 76

FM AMEMBASSY LONDON

TO SECSTATE WASHDC 7889

UNCLAS SECTION 01 OF 02 LONDON 00286

E.O. 11652: N/A

TAGS: ETEL, PORG, IMCO

SUBJECT: ADMINISTRATIVE ARRANGEMENTS FOR INTERNATIONAL

MARITIME SATELLITE CONFERENCE

LONDON - FEBRUARY 9-27, 1976

REF: 75 LONDON 693

1. EMBASSY RECOMMENDS THAT ADMINISTRATIVE ARRANGEMENTS FOR SECOND SESSION OF INMARSAT CONFERENCE TO BE HELD AT CUNARD INTERNATIONAL HOTEL, LONDON FEB. 9-27, 1976 SHOULD IN MOST RESPECTS BE SAME AS THOSE WHICH PROVED SATISFACTORY DOR FIRST SESSION HELD AT SAME LOCATION APRIL 23 - MAY 9, 1975 (REFTEL).

2. SPECIFIC ARRANGEMENTS FOLLOW:

(A) OFFICE SPACE AT CUNARD HOTEL. TWO OFFICE ROOMS (ONE FOR HEAD OF DELEGATION, THE OTHER FOR DELEGATION'S SECRETARIES) PLUS LARGER ROOM FOR DELEGATION MEETINGS HAVE ALREADY BEEN RESERVED AT THE CUNARD HOTEL. THE COST OF THESE ROOMS QUOTED BY HOTEL WILL BE 13.50 ENGLISH POUNDS EACH PER DAY PLUS VALUE ADDED TAX (VAT).

(B) ACCOMMODATIONS FOR MEMBERS OF U.S. DELEGATION. THE CUNARD HAQ QUOTED THE FOLLOWING PRICES FOR ROOMS - UNCLASSIFIED

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SINGLE/BATH ENGLISH POUNDS 9.00 PLUS VAT, TWIN/BATH

ENGLISH POUNDS 13.50 PLUS VAT. WE WILL NEED TO KNOW  
NUMBER OF MEMBERS OF U.S. DEL INTENDING TO STAY AT  
CUNARD ASAP SO THAT ROOMS MAY BE RESERVED.

(C) TRANSPORTATION. BASED ON OUR EXPERIENCE WITH  
TWO MEETINGS AT THE CUNARD DURING 1975, AND ON THE  
ASSUMPTION THAT DELEGATION OFFICES AND MEETING ROOMS  
WILL BE AT THE HOTEL, IT SHOULD NOT BE NECESSARY TO HAVE  
ANY VEHICLES ON FULL-TIME LEASE. ARRANGEMENTS CAN BE  
MADE WITH CAR-HIRE FIRMS TO HAVE ONE OR MORE CARS  
READILY AVAILABLE WHEN THEY ARE REQUIRED BY THE HEAD OF  
THE DELEGATION OR FOR OTHER DELEGATION BUSINESS EITHER  
DURING THE WORK DAY OR AFTER HOURS. IN COMBINATION  
WITH THE USE OF TAXIS, PUBLIC TRANSPORTATION AND, WHEN  
AVAILABLE, EMBASSY CARS, THE ARRANGEMENT SUGGESTED  
ABOVE SHOULD PROVE SATISFACTORY AND LESS EXPENSIVE THAN  
FULL-TIME CAR HIRE. THE DEPARTMENT'S INSTRUCTIONS ARE  
REQUESTED ON THIS POINT. THE RATE FOR CHAUFFEUR-DRIVEN,  
CAR-HIRE IS APPROXIMATELY 6.00 U.S. DOLLARS PER HOUR.

(D) SECRETARIAL STAFF. THE SECOND SESSION OF  
INMARSAT CAN BE EXPECTED TO BE A BUSY ONE. FOR THIS  
REASON, WE WOULD RECOMMEND THAT A DELEGATION SECRETARY  
PLUS A TYPIST-STENOGRAPHER SHOULD BE PROVIDED FROM  
WASHINGTON. IN ADDITION, A SECOND TYPIST-STENOGRAPHER  
FROM WASHINGTON, OR A LOCALLY HIRED AMERICAN SECRETARY  
SHOULD ALSO BE AVAILABLE. IF A LOCALLY HIRED AMERICAN  
SECRETARY IS TO BE EMPLOYED, THE EMBASSY SHOULD BE IN-  
FORMED AS EARLY AS POSSIBLE SO THAT HIRING ARRANGEMENTS  
MAY BE MADE.

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INFO OCT-01 EUR-12 ISO-00 EB-07 COME-00 CIAE-00 DODE-00

NOTE-00 FMC-02 INR-07 NSAE-00 CG-00 OFA-01 DLOS-04

OC-05 CCO-00 AF-06 ARA-10 EA-09 NEA-10 /076 W

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R 081231Z JAN 76  
FM AMEMBASSY LONDON  
TO SECSTATE WASHDC 7890

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(E) OFFICE EQUIPMENT AT THE CUNARD. THE EMBASSY WILL BE ABLE TO PROVIDE THE OFFICE EQUIPMENT (DESKS, TYPEWRITERS, ETC.) REQUIRED.

(F) SECURITY. CLASSIFIED MATERIALS WILL BE RE-TURNED TO THE EMBASSY EACH EVENING FOR STORAGE OVERNIGHT.

(G) U.S. DELEGATION RECEPTION. IF THE U.S. DEL INTENDS TO HOQT A RECEPTION DURING THE INMARSAT CONFERENCE, WE RECOMMEND IT BE HELD AT THE EMBASSY. IN OUR EXPERIENCE WITH TWO MEETINGS AT THE CUNARD DURING 1975, MOST DELEGATIMNS WHICH GAVE RECEPTIONS MADE USE OF THEIR EMBASSIES TO REDUCE COSTS WHICH ARE HIGHER AT THE CUNARD. IT IS ESTIMATED THAT THERE WILL BE SOME 350 PERSONS (DELEEATES, WIVES, IMCO AND UK OFFICIALS) TO BE INVITED TO A RECEPTION; THE COST IF IT WERE HELD AT THE EMBASSY WOULD BE BETWEEN U.S. DOLLARS 1,350 AND 1,500. (PRESENT QUOTATION OF EMBASSY CATERER IS APPROXIMATELY U.S. DOLLARS 3.80 PER PERSON.) THE DEPARTMENT'S INSTRUCTIONS ON THIS POINT SHOULD BE PROVIDED EARLY SO THAT A SATISFACTORY DATE MAY BE RESERVED ON IMCO'S CALENDAR OF RECEPTIONS.

RICHARDSON

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**To:** STATE  
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